**Cover Letter Guidance**

**Candidates are required to outline within the cover letter template below how they meet the following criteria:**

1. Qualification in paralegal studies, or at least two years’ practical experience gained within the last 7 years within a legal or research role with exposure to administrative or public law (such as judicial review).

and

1. At least 1 years’ experience (gained within the last 7 years) within a professional environment drafting, cite-checking and correcting legal briefs or court documents.
2. At least 1 years’ experience conducting or assisting on research projects within a legal or research environment.
3. Ability to manage medium to large-scale document production.
4. Ability of utilising case management software.
5. A proficient level of IT literacy including a good working knowledge of Microsoft Office including Word and Excel.

Please note, candidates should clearly demonstrate how they meet each component of the criteria outlined above, and for Parts 1, 2 and 3 ensure they provide exact dates.

While candidates may be invited to interview on the basis of meeting the essential criteria, candidates should also outline in their cover letter how they meet any or all of the following desirable criteria, some or all of which may be used for short-listing in the event of a large volume of applications being received:

* An undergraduate degree, or equivalent, in law, or other relevant subject.
* Ability to demonstrate up to date knowledge of human rights law, Northern Ireland law, or general human rights issues and how that knowledge is maintained.
* Previous experience of working with or within a human rights based organisation

(**Word count should not exceed 750 words**).

**Cover Letter Template**

**Name:**

**Email Address:**

**Telephone Number:**

**Date:**

**Cover Letter Template**

**Cover Letter Template**